

**PC-NEISS
for
Windows**

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PC-NEISS for Windows

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Getting Started

Starting PC-NEISS for Windows

To start the application, double-click on the PC-NEISS icon. If your PC is set up as a "multi-hospital PC", you will be presented with a list of the hospitals that you are responsible for. Select the hospital for which you wish to enter data by clicking the appropriate item on the list and then clicking OK.

If there are new messages from CPSC, these will be displayed first. After you've read each message click the Close button. If you wish to review the message at a later time, you can select Messages from the menu bar to do so.

After new messages have been displayed, the program performs several checks on the data. If any cases have errors, require victim ID, or have a study window that has not been completed, a status window will be displayed showing how many of each of these you have. The individual cases may be listed from the NEISS Cases window. Once you've noted the information in the status window, click OK to close it.

The program will also check to see if you have been entering hospitalizations or if you have 5 or more cases with product code 9999. If there is a problem in either area, the program will display a message explaining what's wrong. After you've read the message and noted the information, you can click OK to close the message window.

One month after the end of a quarter, the program will check to see if the ERV number has been entered. If not, you will be reminded to enter it as soon as possible. You will be reminded every time you start the program until the ERV is entered.

You may also be reminded to enter missing case counts in the Case Review Log. The program will tell you how many dates are missing and display a list of the missing dates.

After all messages, etc., have been read, you're left with a big gray box with three bars on top. The top bar is the title bar. In addition to the application name, it gives you the name of the hospital you're entering data for. If you have a multi-hospital PC, checking the title bar is a good way to verify that you're logged into the correct hospital. If you enter data for just one hospital, but the title bar seems to be for a different hospital, contact your CPSC representative and we'll make sure your PC is set up correctly.

The middle bar is called the menu bar. From left to right the items on this bar are Exit, NEISS Case, Messages, ERV, Accounting, Password, Log, Window, and Help. These items will be discussed in detail later in this manual. You can select an item from the menu using your mouse -- click on the menu item you want. You can also select an item using just the keyboard. You'll notice that each menu item has one letter underlined. To select an item you can hold down the Alt key and then press the underlined letter.

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The last bar is called the tool bar and provides one more way to select menu items. The most commonly used menu items are each represented on the tool bar with a small icon. You can select a menu item by clicking on the corresponding icon. The icons on the tool bar are a door (Exit), a folder (NEISS Case), a conversation bubble with the letter "i" in it (Messages), and a calculator (Accounting). If you're unsure what an icon is for, put the mouse pointer over it and the description will pop up.

Status Window

If you have cases that have errors, require victim ID, or have a study window that has not been completed, the status window will be displayed when you start the program. The purpose of this window is to alert you to the fact that there are cases requiring your attention. It does not list the individual cases. Once you've noted the information in the status window, click OK to close it. You should then use the Case Search window to obtain a list of these records. See "Special Retrievals" below for more information on listing and accessing records needing corrections, victim ID or study data.

Working with NEISS Cases

When you select NEISS Case from the menu (click on NEISS Case, click on the folder icon, or press the Alt key and N), you bring up the Case Search window. All tasks related to NEISS cases are performed from this window. You may retrieve NEISS cases that have already been entered in a number of ways and then review, update or delete them. You can also enter new NEISS cases, add victim ID and respond to error messages. Normally, only data that are considered "in-window" (from the current and one prior month) are available for retrieval and update. However, if you entered out-of-window data in the current month, that data will also be available until the beginning of the next month.

Retrieving by Case Number, Treatment Date, Collection Date and Product

The Case Search window is used to retrieve records for update or for review. You may enter one field or any combination of fields. The records that are retrieved match all the criteria that you entered. In other words, if you enter treatment date 12/5/2001 and product code 5040, you will retrieve a list of all bicycle injuries treated 12/5/2001. Note: dates are entered in the form: MM/DD/YYYY.

After you've entered your search criteria, press the enter key or click the Retrieve button. A list of records matching your criteria will be displayed in the lower part of the window. The total number of cases retrieved will be shown in the lower right hand corner. If more than 5 cases are retrieved, a scroll bar will appear to the right of the list. You can use the scroll bar to navigate the list: click on the up or down arrow to move up or down one case, click above or below the sliding bar to move up or down 5 cases, or drag the bar to the desired position.

If you'd like to do another search, you may click the Reset button to clear your earlier search criteria or you can just type over them.

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Special Retrievals

There are four pre-defined retrievals that you can select just by clicking the name or adjacent button. They are “Cases with incomplete studies”, “Cases needing victim ID”, “Out-of-window cases needing victim ID”, and “Cases with errors”. Once you’ve selected the retrieval you want, press the enter key or click the Retrieve button. The special retrievals cannot be combined with any other search criteria. When you select one of the special retrievals, your other search criteria will be cleared. If you enter other search criteria after selecting a special retrieval, the special retrieval choice will be ignored.

When you start the PC-NEISS program it will check to see if you have any cases that fit the criteria for these special retrievals. If you do, the status window will tell you how many of each case type you have. You should then run the appropriate special retrieval(s) to identify and update the cases that are missing study data, need victim ID or have errors.

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Entering New NEISS Cases

To begin entering new NEISS cases, select NEISS Case from the menu and then click the New Case button on the Case Search window. An empty Case Detail window, like that shown in Figure 1, will come up. You should refer to the current NEISS Coding

The screenshot shows the 'Case Detail - (New)' window in the PC-NEISS application. The window title bar reads 'PC NEISS For TEST All-Trauma Hospital' and 'Case Detail - (New)'. The menu bar includes 'Exit', 'NEISS Case', 'Messages', 'ERV', 'Accounting', 'Password', 'Log', 'Window', and 'Help'. The main form area is titled 'NEISS Case' and contains the following fields and controls:

- Treatment Date: 07/01/2003
- Case #: [Empty]
- Collection Date: 07/09/2003
- Date of Birth: 00/00/0000
- Precision: [Empty]
- Product 1: - NO ITEM SELECTED
- Product 2: - NO ITEM SELECTED
- Age: [Empty]
- Sex: [Empty]
- Intent: [Empty]
- Diagnosis: [Empty]
- Location: [Empty]
- Diagnosis other: [Empty]
- Fire: [Empty]
- Body part: [Empty]
- Work Related: [Empty]
- Disposition: [Empty]
- Race: [Empty]
- Race other: [Empty]
- Comment: [Empty]

On the right side of the form, there are five buttons: Save, Delete, Close, Product Help, and Clear.

Figure 1 – Empty Case Detail window

Manual for detailed information on coding a NEISS case, but we will discuss the process of entering a case and the coding of two fields (date of birth and diagnosis other) here.

When the window is first displayed, the cursor is in the treatment date field. You will be required to enter the treatment date before being allowed to enter any other data. The program uses the treatment date to figure out which product codes, disposition codes, locale codes, and work-related codes are valid for the case you are entering. You'll notice that as you leave the treatment date field – either by tabbing to or clicking on another field – there is a little pause. During this time the program is preparing lists of the codes that are valid for that date. If you were to click on product, disposition, locale or work-related before entering a treatment date, the drop-down list box would be empty. If you save a case and then respond “Yes” to the prompt “Would you like to enter another

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case?”, the treatment date in the new case window, rather than being blank, will be the date that you saved for the last case.

You may enter data by typing it in or by selecting items from the drop-down lists. To move from field to field, you must click on the next field or hit the tab key. The cursor will not move automatically after you type or select data.

Date of birth comes after case number. If the date of birth is available on the medical record, enter it and the age will be calculated for you automatically. If you only know the year and month of birth use “01” for the day (example: if the patient was born in July 1970, enter 07/01/1980). If you only know the year of birth use “01/01” for the month and day (example: if the patient was born in 1975, enter 01/01/1975). Whenever you enter “01” for the day of birth, the program asks, “Do you know that the DOB occurred on the 1st of the month?” If the day of birth were unknown, then you would click No. If you enter “01/01” as the day and month of birth and you clicked No when asked if the DOB occurred on the 1st of the month, then the program asks “Do you know that the DOB occurred in January?”. If the month of birth were unknown, then you would click No. Your answers to these prompts are used in determining the correct value for Precision, which appears to the right of the date of birth field. When the exact date of birth is entered, this field is set to “D”; if only the year and month of birth are know, Precision is set to “M”; and if only the year of birth is known, Precision is set to “Y”. If the date of birth is unavailable but you have the victim’s age, you can skip over date of birth and just enter age.

If you enter 71 for diagnosis, you will be required to enter a text string describing the diagnosis in the field, other diagnosis. The program will tab into this field only when you enter 71 in the diagnosis field

When you have completed entering the case, click the Save button. If you entered an out-of-window treatment date (prior to the first of last month) and you have not already entered the password, you will be prompted for the window password. If you have not already obtained the password for the current date, call your CPSC representative to get it. The program will then perform a series of checks on the data you entered and notify you of any problems. There are two types of messages: errors and warnings. You will receive an error message when you enter invalid data. With an error message, you must change the record in order to eliminate the error condition and continue. Click OK on the message box and make the necessary corrections. On the other hand, a warning message may either be a reminder to enter further details in the comment or notification of a possible conflict in the data you’ve entered. Read the message and click either Yes or No as appropriate. If you choose to make changes to the record before saving, just click Save again when you’ve completed your changes. The warning message will not be displayed again for that case.

After the case has passed all edits, the program checks to see if it qualifies for an assignment and/or any NEISS studies. If it does qualify you will be prompted to enter study data and/or victim identification. When you are prompted for victim ID, you must

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enter it or close the window before you can enter any study data. When you're entering study data for the case, you may return to the "core" or basic NEISS data to review or modify data, by clicking on the NEISS Case tab. To then get back to the study data, just click the study tab.

When the program determines that the case qualifies for one or more NEISS studies, a tab will appear for each study and the first study screen will be displayed. If the case qualifies for more than one study, click the tab for the 2nd study after entering data for the 1st study. If the case qualifies for multiple studies and you wish to skip one study screen, don't enter any data in that screen. After you enter data in the other study screen(s), click the Save button. If you wish to skip all the studies, click the Close button. When you have finished entering data for all studies, click the Save button on any study screen to save the data for all studies. If you start to enter data for a study and then find that you are unable to complete the screen, you may click the Clear button to remove all input.

Viewing NEISS Cases

If you wish to review a case and don't plan to change it, click on the case you'd like to see and then click the View button. When you're in view mode you're not allowed to modify the record in any way. You can recognize you're in this mode because all the input areas are grayed out. You can move between the NEISS core data and the study data by clicking on the NEISS Case and the study tabs. When you're done reviewing the case, click the Close button.

Updating NEISS Cases

To update a NEISS case, enter your selection criteria in the Case Search window and click the Retrieve button. Then, click on the case you'd like to update and click the Update button, or just double-click on the case you'd like to update. If the case has been selected for follow-up study and you have not yet entered victim ID, you will be prompted to enter victim ID before the case is displayed. If the case has an error message from CPSC, it will be displayed at the bottom of the NEISS Case window.

If you wish to enter or modify special study data, you may go directly to that window by clicking on the appropriate study tab. A study tab with a red label is incomplete. A study tab with a blue label is complete. You can move among the NEISS core data screen and the study screens by clicking on the NEISS Case and study tabs as necessary. If you make a change to the core data that causes the case to no longer qualify for the study, you will be prompted to save your changes before clicking on a study tab. When you click the Save button on the core screen, the first study screen will be displayed automatically. If the case qualifies for more than one study, you'll see a tab for each study. Do not click the Save button on a study screen until you are done entering or changing all the studies. To skip or cancel changes to all studies, click the Close button.

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Deleting NEISS Cases

To delete a NEISS case, enter your selection criteria in the Case Search window and click the Retrieve button. Then, click on the case you'd like to delete and click the Update button. Review the case to ensure it is the case you intend to delete and then click the Delete button. If you try to delete a case that was selected for follow-up by CPSC, then you will be prompted to provide a password. You should speak with your CPSC representative and explain why you believe the case should be deleted. If it is appropriate to delete the case, he/she will provide you with the password that is needed.

NEISS Studies

When you click the Save button on the NEISS core data window, the program reads the data you entered and determines if the case qualifies for one or more special studies. If it does, the first study window will be displayed automatically. If you have the necessary data, fill in the study window and then click the Save button. If the data are not yet available and you need to skip the study window, leave the screen blank and either click the study tab for the next study, or, if it's the only study, click the Close button. If the case qualifies for multiple studies and you are not ready to enter any of them, you can click the Close button to skip all of them. Each time you start the program, you will be told how many cases need study data. You should use the Case Search window to obtain a list of the cases with incomplete studies. Just click "Cases with incomplete studies" and then click the Retrieve button.

When updating a NEISS case, you may go directly to a special study window by clicking on the appropriate study tab. A study tab with a red label is incomplete. A study tab with a blue label is complete. You can move between the core NEISS data and the study data by clicking on the NEISS Case and study tabs as necessary. If you make a change to the core data that causes the case to no longer qualify for the study, you will be prompted to save your changes before clicking on a study tab.

Error Correction

When the program starts you will be given a count of the number of cases with errors. To obtain a list of those cases, go to the Case Search screen, click "Cases with errors", and then click the Retrieve button.

When you select a case for update that has an error message, you will see the text of the message displayed in red below the case. Below the error message there is a space for you to enter a response. If you enter a correction, there is no need to enter a response -- just make the necessary changes in the record and click the Save button. You will be asked if you corrected the record. Click the Yes button if you have corrected the record. Click the No button if you intend to go back later to make a correction or enter a response. If you believe the record is correct as it is, enter your explanation in the Response area and click the Save button.

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Adding Victim ID

When a case is selected for follow-up, you will be prompted to enter victim identification (Figure 2). Enter the name and contact information, if you have it on hand, and click the Save button. If you plan to enter it later, click the Close button. If you cannot provide victim identification for the case, click “Victim data cannot be obtained”.

The screenshot shows the 'PC NEISS For TEST All-Trauma Hospital' application window. The main window is titled 'Case Detail - (New)' and contains a 'NEISS Case' form. The form has several fields: Treatment Date (07/01/2003), Case # (3334), Collection Date (07/09/2003), Date of Birth (00/00/0000), Age (18), Sex (1 MALE), Diagnosis (62 INTER C), Body part (75 HEAD), Disposition (8 DOA), and Comment (ATV DRIVER). There are also dropdown menus for Product 1 (3286 - ALL TERRAIN VEHICLES (FOUR WH-), Product 2 (0000 - NO SECOND PRODUCT INVOLVEMI), and Intent (UNINTENTIONAL OR NOT STATED). A 'Victim Assignment' dialog box is overlaid on the form, containing fields for Victim, Parent/Guardian, Address, City St, Zip, Home Phone, and Work Phone. The dialog box has three buttons: Save, Close, and Victim data cannot be obtained. The main window has a menu bar (Exit, NEISS Case, Messages, ERV, Accounting, Password, Log, Window, Help) and a toolbar with icons for file operations. On the right side of the main window, there are buttons for Save, Delete, Close, Product Help, and Clear.

Figure 2 – Victim ID window

When the program starts, you will be given a count of the number of cases needing victim ID. To obtain a list of these cases, go to the Case Search window, click “Cases Needing Victim ID”, and then click the Retrieve button. When you select a case for update that requires victim identification, you will be prompted to enter the name and contact information before the NEISS case is displayed.

When the program starts you are also given a count of the number of out-of-window cases needing victim ID. These are older cases that are no longer in your database. To obtain a list of these cases, click “Out-Of-Window Cases Needing Victim ID” on the Case Search window and then click the Retrieve button. When you select one of these cases for update, you will only see the Victim ID window.

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Product Code Help

You may search the product code section of the NEISS Coding Manual by selecting Product Help from the Help Menu, clicking the F10 button on your keyboard or clicking the Product Help button on the NEISS Case window. Each of these actions will open the Search NEISS Product Code window. When you enter a word or phrase and click the Find button, the program will launch Microsoft Word, load the NEISS Coding manual, and find the first occurrence of the word or phrase (only the subject headings are searched). To find the next occurrence, click the Next button. To search for another word or phrase, click the Clear button and enter the new string. When you're done searching the coding manual, click the Close button.

Sending and Receiving Messages

If a new message is received from CPSC, it will be displayed automatically when the program starts. You may go to the Message Center, though, to review messages sent or received in the last few months, or to send a new message. To get to the Message Center, click Messages on the menu bar, click the conversation bubble on the tool bar, or hold down the Alt key and press the M key. Once in the Message Center you can review old messages or compose new messages.

Entering New Messages

To compose a new message, click the New Message button. A blank screen will be displayed in which you can type your new message. You may enter up to 10 lines of text. Click the Save button to save your message and exit, or click the Close button to exit without saving. Messages are usually delivered to CPSC the next workday.

Viewing Messages that have been Sent or Received

The Message Center has three separate areas. At the top there is a summary of messages received from CPSC, in the middle there is a summary of messages sent to CPSC, and at the bottom is a large area in which the full text of a message may be displayed. When you enter the Message Center the area at the bottom is blank, while the summary areas each contain a scrollable list showing the message date and first line. The lists are ordered from most recent to oldest. You can change the list order by clicking on "Sent Date" at the top of either list. If you click "Sent Date" once it will order the list from oldest to newest. Click again and it will be sorted from newest to oldest. If you click on any row in either list, the full text of the message will be displayed in the detail area at the bottom of the screen.

Entering ERV's

You may enter or update ERV's (the number of visits to your emergency department during the specified three-month period) for the most recent four quarters. To get to the ERV data entry window, click ERV on the menu bar or hold down the Alt key and press the E key. Enter or change ERV counts for the periods shown and then click

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the Save button. If you don't yet have the count for a quarter, but need to enter or correct the count for another quarter, enter 0 for unknown. The current quarter may be left blank, since it is not yet completed, but a value will be required for each of the other three quarters.

Viewing Accounting Data

Each month the number of cases entered during the prior month is tallied at CPSC and the information is sent to your PC. You should use these numbers to prepare your voucher, unless instructed otherwise by your CPSC representative. In the past only the most recent three months were retained on your PC, but now accounting data can be retained indefinitely. Three months of data will be installed initially.

To review accounting data, click Accounting on the menu bar, click the calculator on the tool bar, or hold down the Alt key and press the A key. The summary data – the data that you need for your invoice – will be displayed on the left. You'll see the month, the number of cases and the number of studies. If you wish to see a breakdown by treatment date, click on the desired month and the detail data will appear on the right. To exit, click the OK button.

Entering the Window Password

Under normal circumstances you will be allowed to enter data for treatment dates in the current month and in one prior month. For example, in March you may enter data for March and February treatment dates. If for some reason you have older data that you need to enter, contact your CPSC representative to obtain the "Window Password". A window password can only be used for one day. If you expect to be entering out-of-window cases for several days, your representative can provide you with a list of the passwords for the coming week. Once you correctly enter the password, you will be able to enter data for the entire year and in some cases the prior year. After May 31st, you cannot enter data for the prior year, even with the window password.

If you have not already entered the window password and you attempt to enter an out-of-window case, you will be prompted to enter the password. You may also enter the password by selecting Password from the menu (click Password on the menu bar or hold down the Alt key and press the P key). Enter that day's password and click OK. If you enter it incorrectly, you'll be asked if you want to try again. You only need to enter the password once per session.

Case Review Log

The Case Review Log provides a way for you to report to CPSC the number of cases that you review for each treatment date. To get to the Case Review Log data entry window (Figure 3), click Log on the menu bar or hold down the Alt key and press the L

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key. When you first open the window, the list is ordered from most recent to oldest treatment date. You can change the list order by clicking on “Treatment Date” at the top of the list. If you click “Treatment Date” once it will order the list from oldest to newest. Click it again and it will be sorted from newest to oldest.

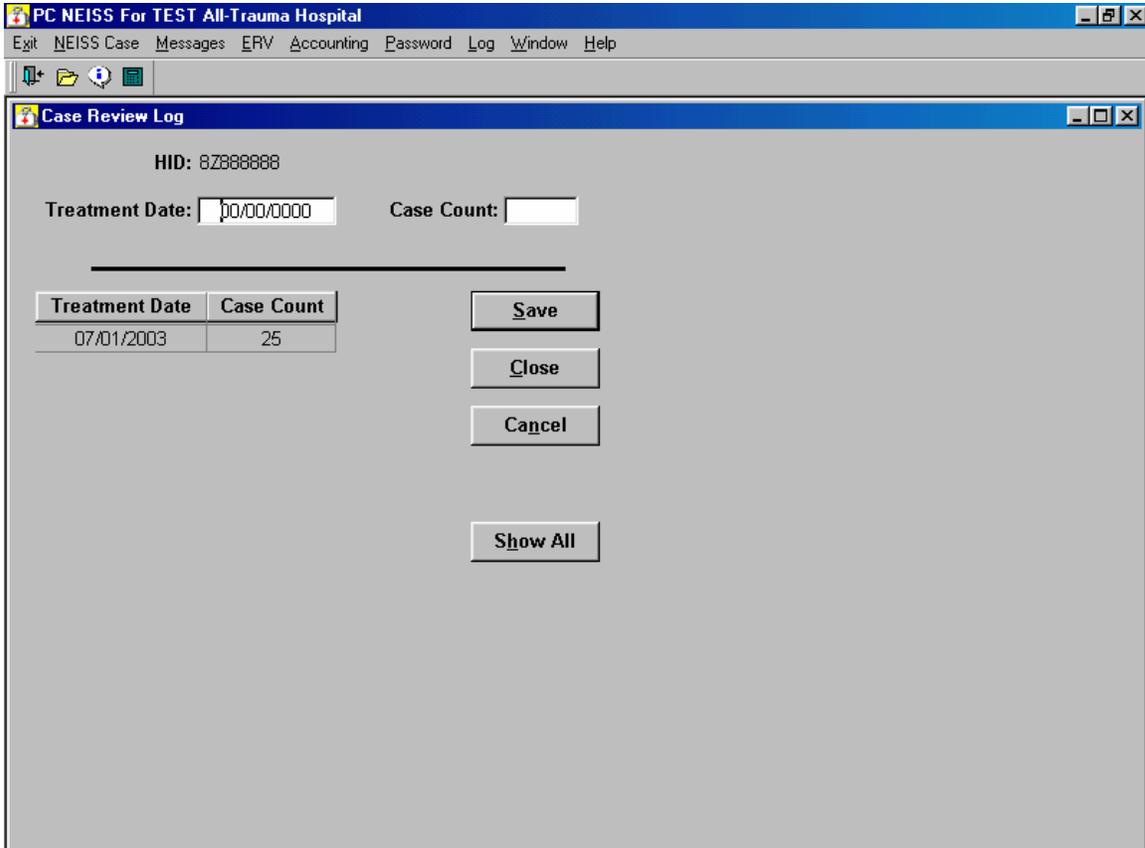


Figure 3 – Case Review Log

Enter the treatment date and case count in the input area above the list. When you press Enter or click the Save button, the program will check for valid input and then the information you entered will be added to the list and cleared from the input area.

To correct the count for a treatment date you have already entered, enter the treatment date in the input area. The current case count will be displayed and you may change it as necessary. Press the Enter key or click the Save button to save the change.

If you enter or modify a case count and realize there’s an error before you click the Save button, you may click the Cancel button. The input area will be cleared and the list will not be changed. To delete a treatment date and count that was entered in error, key in the treatment date and then blank out the case count that is displayed. You should only enter 0 for the case count when there were no cases to review for a particular treatment date.

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Out-of-window treatment dates are not displayed unless you click the Show All button. This button toggles between “Show Recent”, which limits the list to in-window treatment dates, and “Show All” which displays all treatment dates. If you enter out-of-window treatment dates without first clicking the Show All button, the newly entered data will be cleared from the data entry area but not show on the list when you click the Save button. It will be saved to the database, though, and will be displayed when you click the Show All button.

Window Menu

This is a standard menu for Windows applications. You may use PC-NEISS for years and never need to use this menu. But, if you prefer to have more than one window open at a time (for instance the Message Center and the NEISS Case Search window), you may want to use this menu. When you start the application, there are just two choices on this menu: Layer and Cascade. Layer is the default arrangement of the windows. When the windows are layered they are maximized and you can only see one window. Cascade is an alternate arrangement. Cascaded windows are not maximized – you can see a part of each window. They are arranged sort of like a deck of cards that is spread across a table – you’ll see the edge of most windows but only the window on top is fully visible. The advantage of this arrangement is that you can readily see which windows are open. When a window is open, its title is added to the window menu. When you click on the title, the corresponding window is activated, or brought to the top. This allows you to move from one window to another, particularly when the windows are in the layered arrangement.

Help Menu

The Help Menu provides another way for you to access the NEISS Coding Manual. Clicking Help on the menu bar and then Product Help is the same as clicking the Product Help button on the NEISS Case window. The difference is that you can do so without having a case open. You can also access the coding manual by pressing the F10 button at any time.

There is a second option on the Help Menu called “About...”. When you click this menu item a small window is displayed which shows some information about the version of PC-NEISS that is running. If you’re having trouble with the program, the CPSC staff member that is assisting you may ask you for this information.

Exiting PC-NEISS for Windows

You should always close the application when it is not in use. We can’t collect your data if the program is left open and your data are safer when the application is

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closed. If there is no activity for two hours, the program will attempt to close automatically. However, if you have left the program in the middle of entering or updating a case, it cannot close. To exit the program, click Exit on the menu bar, click the X in the top right hand corner of the application, click the door on tool bar or hold down the Alt key and press the X key. If you are in the middle of entering or changing a case, you'll be asked if you'd like to save your changes.

After the application closes, a message will be displayed showing you how many cases have been entered today. This is the total for the day, not just for the most recent session. Click OK to close the window.